

## **STATE HEALTH BENEFIT PLAN (SHBP) 2012 ACTIVE EMPLOYEE USERS CESSATION POLICY**

Tobacco users who elect to quit smoking can have the tobacco surcharge removed if they complete all of the surcharge removal requirements through their health plan vendor (Cigna or UnitedHealthcare) as listed below. Both Cigna and UnitedHealthcare offer online health assessments and telephonic tobacco cessation health coaching programs. For complete details or to sign-up for the coaching, call the Customer Service number on the back of your healthcare ID card.

### **Surcharge Removal Requirements**

**If you or a covered member of your family is not able to achieve tobacco-free status due to a medical condition, you do not have to complete a telephonic tobacco cessation health coaching program. However, you must:**

- Submit a letter from the treating physician stating the medical reason you are not able to achieve tobacco-free status
- Complete an **online health assessment**
- Complete a **telephonic wellness program**
- Obtain a **Certificate of Completion** from the wellness program
- Complete an **SHBP Affidavit Form** certifying compliance. The form is located on the SHBP website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under Additional Health Plan Information or by calling SHBP at 800-610-1863
- **Submit the signed SHBP Affidavit Form, your Certificate of Completion or inability to achieve tobacco-free status letter from the treating physician to SHBP, P.O. Box 1990, Atlanta, GA 30301-1990**

**If you are smoke free for less than 60 days you must:**

- Complete an **online Health Assessment**
- Complete a **telephonic tobacco cessation health coaching program** Obtain a **Certificate of Completion** from the tobacco cessation program
- Complete an **SHBP Affidavit Form** certifying compliance. The form is located on the SHBP website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under Additional Health Plan Information
- **Submit the signed SHBP Affidavit Form, along with your Certificate of Completion to your payroll location benefit coordinator to have the required deduction information completed**

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**If you are smoke free for 60 days or more you are not required to complete a tobacco cessation program; however, you must:**

- Complete an **online Health Assessment**
- Complete either an **online or telephonic wellness program**
- Obtain a **Certificate of Completion** from the wellness program
- Complete an **SHBP Affidavit Form** certifying compliance. The form is located on the SHBP website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under Additional Health Plan Information or by calling 800-610-1853
- **Submit the signed SHBP Affidavit Form, along with your Certificate of Completion to your payroll location benefit coordinator to have the required deduction information completed.**

## INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS PROGRAMS

### Cigna Healthcare

#### To take the online health assessment:

**1. Go to myCigna.com**

- If you have not previously registered for My Health & Wellness Center or **myCigna**, select the “Register” button and complete the registration process.
- If you have previously registered for My *Health & Wellness Center* or **myCigna**, log in with your User ID and Password.

**2. Select the “Take My Health Assessment” link on the homepage.** Just look for the big red apple in the center of the screen. The health assessment link will be one of the rotating options on the homepage.

**3. After selecting “Take My Health Assessment”** you will be transferred to the My Health & Wellness Center homepage where you can take the health assessment.

#### To utilize an online wellness program:

**1. Log onto [www.myCigna.com](http://www.myCigna.com)** and log in using your User ID and Password, and then select “Go.” If you are not yet registered for myCigna.com, you will need to do that first:

**A.** On the [www.myCigna.com](http://www.myCigna.com) log in screen, in the bottom-left menu, select “Register.”

**B.** Follow the registration instructions and enter the required information.

When finished, you will be asked to log in using your new User ID and Password.

**2. Once logged in Click on the “Manage My Health” tab**

**3. Click on “My Health Assessment”** to access the “My Health & Wellness Center” home page

**4. Select program of choice**

#### To register for telephonic health coaching:

**1. Call the number on the back of your member ID card**

## UnitedHealthcare

### To take the online health assessment:

1. Click on [www.myuhc.com](http://www.myuhc.com).
2. Click on "Site Login" and enter Username and Password or "Need a Username and Password" if a first time user.
3. Click on the "Health Assessment" button located in the right hand column
4. On the Health & Wellness homepage, click on "Spanish or English Health Assessment"
5. Read the privacy information and then click on "Launch University of Michigan Health Assessment" in the middle of the page.
6. Answer the questions and hit "Submit to the University of Michigan for Analysis" at the bottom of the questionnaire.
7. Review your personal results profile. You may also print for your records. Your completed health assessment will personalize your online health & wellness experience.

### To utilize an online wellness program:

1. Click on [www.myuhc.com](http://www.myuhc.com).
2. Click on "Site Login" and enter Username and Password or "Need a Username and Password" if a first time user.
3. Select the "Health and Wellness" tab
4. Select the "Online Health Coach" tab

### To register for telephonic coaching:

1. Call the number on the back of your member ID card

***If you have trouble with the Health Assessment or Wellness Information, please contact the Customer Service Unit number on the back of your member ID card.***